

**PUBLIC HEARING AND A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
248 E. FOOTHILL BLVD, ROOM #103, MONROVIA, CALIFORNIA 91016
4:00 P.M. – May 22, 2024**

A public hearing and a regular meeting of the Board of Directors was held in the office of the District, 248 E. Foothill Blvd, Rm. 103, City of Monrovia, County of Los Angeles, State of California, within said Water District, on May 22, 2024 at the hour of 4:00 p.m.

ROLL CALL

DIRECTORS PRESENT: Santana, Fellow, Garcia, Chavez and Treviño

DIRECTORS ABSENT: None.

STAFF PRESENT: Tom Love, General Manager; Steve O’Neill, District Counsel; Steve Johnson, Consulting Engineer; Patricia Cortez, Assistant General Manager, External Affairs; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrette, Executive Assistant; Jennifer Aguilar, Water Use Efficiency Analyst; Katherine Vazquez, Government and Community Affairs Assistant; and Priscilla Lu, Accounting/Financial Analyst.

OTHERS PRESENT

David Muse, Che Venegas, Michelle Laase and Jose Martinez

ADOPTION OF AGENDA

On motion by Vice President Fellow, seconded by Secretary Garcia, the agenda was adopted as presented by the following vote:

AYES: TREVIÑO, CHAVEZ, FELLOW, GARCIA, AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

PUBLIC HEARING REGARDING PROPOSED REAUTHORIZATION OF A WATER AVAILABILITY STANDBY CHARGE FOR FISCAL YEAR 2024/25

President Santana opened the public hearing regarding the proposed reauthorization of a water availability standby charge for fiscal year 2024/25.

The General Manager stated that the standby charge has been implemented since 1993 and that, at \$10 per parcel per acre, collected to fund the recycled water projects and conservation programs. He added that the standby charge must be adopted by the Board on an annual basis.

There were no public comments.

President Santana closed the public hearing and adjourned to a regular meeting of the Board of Directors.

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

- (a) Government Affairs and Community Outreach – June 3, 2024 at 4:00 p.m.
- (b) Administration and Finance – June 4, 2024 at 4:00 p.m.
- (c) Water Resources and Facility Management – June 5, 2024 at 4:30 p.m.

CONSENT CALENDAR

On motion by Director Treviño, seconded by Treasurer Garcia, the consent calendar was approved by the following vote:

AYES: TREVIÑO, CHAVEZ, FELLOW, GARCIA, AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

- (a) Minutes of a regular meeting of the Board of Directors held on April 24, 2024 at 4:00 p.m.
- (b) List of Demands.
- (c) Financial Reports – March 2024
 - 1. Financial Statements
 - 2. Quarterly Report on District Investments
 - 3. Director’s Public Outreach
- (d) Adopt Resolution No. 05-24-661, Requesting the Board of Supervisors of the County of Los Angeles to Permit the Registrar-Recorder/County Clerk to Render Election Services for the General Election to be held on November 05, 2024.

ADOPT ORDINANCE NO. 24-1, IMPOSING STANDBY CHARGES FOR FISCAL YEAR COMMENCING JULY 1, 2024

On motion by Director Treviño, seconded by President Santana, Ordinance No. 24-1 was adopted by the following roll call vote:

FELLOW: AYE
TREVIÑO: AYE
GARCIA: AYE
SANTANA: AYE
CHAVEZ: AYE

LEGISLATIVE SUMMARIES AND POSITIONS

Patty Cortez, Assistant General Manager, External Affair, gave a brief overview of two state legislative bills, AB 2735, on joint powers agreements for public utilities, and SB 1218, on the designation of emergency water supplies.

Director Treviño moved to approve state legislative bill positions AB 2735 and SB 1218 which are consistent with Upper District’s 2023-24 Legislative Policy Principles adopted by the Board in January 2023.

Treasurer Garcia seconded the motion, which was approved by the following roll vote:

AYES: TREVIÑO, CHAVEZ, FELLOW, GARCIA, AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

INFORMATION ITEMS

- (a) Press Releases and News Articles

ATTORNEY’S REPORT

District Counsel reported working with staff on administrative matters, including the standby charge resolution and adoption process, the ADA rules concerning internet accessibility, and some correspondence regarding a new job description and an offer letter.

ENGINEER’S REPORT

The District Engineer reported on hydrologic conditions, basin deliveries, reservoir storage, canyon inflows and releases, and rainfall average. He stated that the Baldwin Park Key Well groundwater elevation was 241.4 feet as of May 17, 2024. He also reported that no notices of wells shutdown due to contamination were received during the month of March 2024.

President Santana and the District Engineer discussed the sampling level for shutting off the wells. They also discussed whether the San Gabriel Valley Protective Association Distribution Committee meetings are open to the public or Watermaster.

GENERAL MANAGER’S REPORT

The General Manager reported that Tony Zampello of Watermaster will provide a presentation on the operation of the San Gabriel Valley Protective Association Distribution Committee at an upcoming board meeting in July or August. He then reported that staff is coordinating with MWD and Watermaster to be able to turn on the USG-3 connection earlier in order to potentially store 100,000 acre feet of water into the basin.

Ms. Cortez reported on the process of implementing the Water Smart Home Kit Program.

The General Manager also reported on MWD’s ongoing Climate Adaptation Master Plan process and noted that Upper District will be hosting a special briefing with MWD on July 11, 2024 for key stakeholders in our service area on CAMP4Water.

METROPOLITAN REPORT

Vice President Fellow reported that MWD’s general manager was one of five witnesses at a recent U.S. Senate hearing on drought and climate change. He also reported on a recent water tour of Sacramento, Bay Delta and Sites Reservoir. He then reported on a planned road trip by Metropolitan’s naming committee throughout Southern California to honor the late Senator Dianne Feinstein.

A written report was also provided in the Board’s agenda packet.

WATER QUALITY AUTHORITY REPORT

Secretary Chavez reported on the approval of the EcoVoices proposal for schools and advocates to carry out a water education program. He also reported on WQA’s adoption of a new organizational chart.

WATERMASTER REPORT

A summary report was included in the packet.

AB 1234 COMPLIANCE REPORT

A summary report was included in the packet.

DIRECTORS COMMENTS

Director Treviño shared his experience at a recent California Contract Cities Association Conference. He stated that good government works better when it is close to the people, which means its essence is communication.

Treasurer Garcia praised staff for their great job in putting on an amazing WaterFest.

Vice President Fellow thanked staff for their outstanding job on WaterFest. He also expressed his desire to involve the younger generation in water programs.

President Santana commended staff for their excellent work at WaterFest, stating it was the best one in her opinion. She also congratulated Treasurer Garcia on receiving her doctorate.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION


None.

ADJOURNMENT

President Santana asked if there were any other business to come before the Board. There being none, the meeting was adjourned to a regular meeting of the Board of Directors to be held on June 12, 2024, at 4:00 p.m., at 248 E. Foothill Blvd., Room #103, Monrovia, CA 91016.

ATTEST

DocuSigned by:



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PRESIDENT

Signed by:



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SECRETARY

SEAL

Demands numbered 22400 through 22444 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$916,534.06 and demands numbered 1227 through 1232 on the Water Fund Account at the same bank in the amount of \$298,305.32.

22400	Bravo Productions	Inv. 05/11/24A, Waterfest 2024 Event Planner - Deposit <i>(Previously paid 04/17/24)</i>		\$ 8,125.00
22401	Bassett High School	Inv. GRNT 23-24REI, Water Education Grant FY 2023-24 Inv. GRNT 23-24AREI, Water Education Grant FY 2023-24 Inv. GRNT 23-24BREI, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23) (Previously paid 04/18/24)</i>	1,000.00 1,000.00 <u>1,000.00</u>	3,000.00
22402	Mad Science of Central LA	Inv. MSCLA-1630709, Waterfest 2024 Booth <i>(Previously paid 04/24/24)</i>		1,286.00
22403	California Designs	Inv. 9040, Waterfest 2024 Volunteer T-Shirts <i>(Previously paid 05/01/24)</i>		811.00
22404	789, Inc.	Inv. USGV-422240, Branding and Creative Services, May 2024 <i>(Board approved 7/12/23)</i>		5,575.00
22405	Aaron Read & Associates, LLC	Inv. 213337, State Legislative Advocacy Services, March 2024 Inv. 213349, Travel Reimbursements, February 2024 Inv. 213395, State Legislative Advocacy Services, April 2024 <i>(Board approved 10/12/22)</i>	10,000.00 411.09 <u>10,000.00</u>	20,411.09
22406	ACWA/JPIA	Inv. 0702384, Health Insurance Premium - May 2024		28,446.11
22407	Aleshire & Wynder, LLP	Professional Services, March 2024 Inv. 85716, Retainer Inv. 85715, Transactional Fees Inv. 85714, Transactional Fees <i>(Board approved 04/13/22)</i>	4,404.00 121.80 <u>3,002.90</u>	7,528.70
22408	Best Best & Krieger, LLP	Inv. 991409, Federal Legislative Advocacy Services through 02/29/24 Inv. 993811, Federal Legislative Advocacy Services through 03/31/24 <i>(Board approved 10/12/22)</i>	7,500.00 <u>7,500.00</u>	15,000.00
22409	Bravo Productions	Inv. 05/11/24B, Waterfest 2024 Event Planner - Final Payment		8,125.00
22410	Bulletin Displays, LLC	Inv. 35571, Digital Display "Waterfest 2024" Ad		4,339.29
22411	City of Monrovia	Inv. 05/18/24UD, Monrovia Days Sponsorship		1,000.00
22412	Civiltec Engineering, Inc	Inv. 50503, MWD Connection Study through March 31, 2024		1,388.75
22413	Clear Channel Outdoor	Inv. 13175533, Digital Bulletin Waterfest Ad, April 2024		4,000.00
22414	Department of Water & Power	Inv. GA435116, Recycled Water Program Permit Fees, May 2024		83.33
22415	Discovery Science Center	Inv. 1915, Sustainable Watershed Education Program, March 2024 <i>(Board approved 07/08/20)</i>		7,060.00
22416	EcoTech Services, Inc.	Inv. 2965, Landscaping Maintenance - April 2024 Inv. 2992, Landscaping Maintenance - May 2024 Inv. 2993, Home Leak Repair Kits, April 2024 <i>(Board approved 06/08/22)</i>	900.00 900.00 <u>405.00</u>	2,205.00
22417	G3, Green Gardens Group, LLC	Inv. 1244, Virtual Workshop 04/25/24 Inv. 1239, Virtual Workshop, 04/09/24 <i>(Board approved 03/08/23)</i>	1,500.00 <u>1,500.00</u>	3,000.00
22418	Garden View, Inc.	Inv. INV-033124, MAA Funding - Plant Voucher Program 2024		13,034.55
22419	G-E-M Plumbing, Inc.	Inv. 166734, Insta-Hot Installation		213.62
22420	GovInvest Inc.	Inv. 2024-5239, 2024 - 2025 Annual Subscription Fee		3,341.84

22421	Image Property Services, LLC	Inv. MCS-12529, Janitorial Services, April 2024		1,907.59
22422	Joey C. Soto	Inv. 2024-UD-GA-MAR-114, Grant Writing Services, March 2024 (Board approved 06/08/22)		752.50
22423	John Robinson Consulting, Inc.	Inv. UD202301-09, As-needed Engineering Support Services, Jan. - Mar. 2024		2,640.00
22424	Luis Aguilar	Inv. 309080, UD Logo Items Inv. 309081, UD Logo Items	85.50 <u>25.74</u>	111.24
22425	Quality Logo Products	Inv. QSI-1107836, UD Logo Items		4,545.07
22426	Rogers, Anderson, Malody & Scott,	Inv. 74294, Final Payment for FY 22/23 Audit Services (Board approved 2/09/22)		575.00
22427	Saysha Gomez	Inv. 05/11/24UD, WaterFest 2024, Face Painter		320.00
22428	SGV Public Affairs Network	Inv. 20240419-USGVMWD, Leadership Series Sponsorship		1,500.00
22429	Spectrum Reach/Charter	Inv. 680043095, Water Campaign, Feb-Mar 2024 Inv. 680043096, Water Campaign, Feb-Mar 2024	1,800.00 <u>2,004.50</u>	3,804.50
22430	Stetson Engineers, Inc.	Inv. 2533-215, General Engineering Support Services, February 2024 Inv. 2533-216, General Engineering Support Services, March 2024 Inv. 2728-025, Integrated Resource Plan Update, February 2024	14,202.06 12,053.65 <u>2,960.00</u>	29,215.71
22431	State Water Resource Control Board	Inv. 09803-24-12, Package 1 Annual State Revolving Fund Loan Repayment		527,409.19
22432	Upper District Payroll Fund	Inv. MAR 24, Reimbursement of Payroll and Payroll Taxes for Employees Inv. MAR 24D, Reimbursement of Payroll Taxes for Directors	140,645.14 <u>12,440.05</u>	153,085.19
22433	Upper District Revolving Fund	Inv. APR 24, Revolving Fund Account Replenishment - April 2024 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Workers Compensation Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info Medical/ODA Reimbursement/Processing Fee/Others	229.16 1,167.11 2,000.00 3,979.18 1,792.93 1,037.45 2,253.34 <u>7,852.23</u>	20,311.40
22434	U.S. Bank Corporate Payment System	CalCard Changes through 04/22/24 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	45.00 5,795.17 275.40 <u>3,669.99</u>	9,785.56
22435	VC3, Inc.	Inv. 161352, IT Management Support, March 2024 (Board approved 10/11/23)		2,888.19
22436	Versatel	Inv. 469687, Installation of Polycom Phones		2,174.19
22437	Via Promotionals	Inv. 21856, UD Logo Items Inv. 21861, UD Logo Items Inv. 21862, UD Logo Items	1,237.35 1,215.45 <u>313.17</u>	2,765.97
22438	Western Supreme Rooter	Inv. 175418, Detector Meter and Backflow Replacement		2,328.60
22439	Anthony Fellow	Director's Compensation, April 2024 10 Days District Business 9 MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 2,295.00 516.87 (500.00) <u>(1,484.86)</u>	3,377.01
22440	Ed Chavez	Director's Compensation, April 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (2,040.00) <u>(1,025.56)</u>	1.31
22441	Charles Treviño	Director's Compensation, April 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(1,015.91)</u>	1,550.96

22442	Jennifer Santana	Director's Compensation, April 2024		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(406.94)</u>	2,159.93
22443	Anthony Fellow	Director's Compensation, February 2024		
		10 Days District Business	2,550.00	
		10 MWD Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(1,546.18)</u>	3,570.69
22444	Anthony Fellow	Director's Compensation, March 2024		
		6 Days District Business	1,530.00	
		5 MWD Business	1,275.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(1,041.89)</u>	1,779.98
		TOTAL		<u>\$ 916,534.06</u>

1227	Central Basin MWD	Invoice No. USGV-MAR24, Purchase of 0.57 AF of Recycled Water in February 2024	\$	416.10
1228	City of Industry City Hall	Invoice No. R03312024-D, Purchase of 11.3 AF of Recycled Water in March 2024		4,407.00
1229	City of Industry City Hall	Invoice No. R03312024-E, CIP Charge for March 2024 @ \$98 per AF		1,107.40
1230	Metropolitan Water District	Invoice No. 11457, Purchase of 215.4 AF of Treated Water in March 2024		272,815.07
1231	San Gabriel Valley MWD	Invoice No. 563, 80.56 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in March 2024 @ \$220 per AF		17,723.20
1232	Suburban Water System	Invoice No. 6756, Phase IIB Normal Operating Charge, April 2024		<u>1,836.55</u>
		TOTAL	\$	<u>298,305.32</u>